Australian Government Australian Taxation Office

# Tax file number – application or enquiry for individuals



- Refer to the instructions to help you complete this application.
- Answer all the questions, otherwise we may need to contact
- you for further information.
- Print clearly, using a black or dark blue pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place X in all applicable boxes.
- Do not use correction fluid or covering stickers.

- Sign next to any corrections.
- Make sure you read the privacy statement and sign the declaration at the end of the form.
- Provide acceptable proof of identity documents see section E.



Section A: **Applicant information** See instructions page 4. The answer to these questions will help us establish whether you are already on our records or not.

Provide the details of the applicant.

- **1** Have you ever: (Place X in one box only,
  - had a TFN
  - applied for a TFN before
  - Iodged a tax return in Australia?

No Go to question 3 Yes Go to question 2.

2 If you know the details of when you last dealt with us, provide them below

When did you last deal with us?

Year Details (eg tax return)

### Were your personal details the same as they are now?

No Provide your details as they were when you last dealt with us.

Yes Go to question 3.

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3 Why do you need a TFN? (Place $\chi$	n one box only.)
Select one reason only that best describes	why you are applying for a TFN.
To give to your employer or pa	yer To lodge an income tax return
To give to your bank or financial institut	on To claim family tax benefit
To apply for a loan under the Hig Education Loan Program (HE	
To apply for an Australian business num (ABN) or register for another business acco – for example, goods and services tax (G	unt 🔄
To give to Centre	
	No Yes Provide your Centrelink Customer Reference
Other reas	on Describe below
Other reason (describe)	
4 What is your full name?	
Title: Mr Mrs Miss Ms Other	
Family name	
First given name	
Other given names	
5 Have you ever had another name?	
No Go to question 6.	
Yes Provide details below.	
<b>Type of name?</b> (Place $\chi$ in one box only.)	me on your A shortened version A version
	h certificate of your name rour name before marnage
Other Other Other	
Title: Mr Mrs Miss Ms Other Family name	
First given name	
	I a separate sheet of paper and include with your application.
Make sure you provide full names and indicate	
6 What is your sex? Male Fen	ale OFFICE USE ONLY
Day	Month Year Day Month Year
7 What is your date of birth?	
Page 2	Sensitive (when completed)

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# Section C: Residency details

The criteria we use to work out your residency status for tax purposes are not the same as those used by other Australian agencies for other purposes, such as immigration.

See instructions page 4 or visit <b>ato.gov.au/residency</b> to check your Australian residency status for tax purposes.
12 Are you an Australian resident for tax purposes? No Yes
Section D: Contact details See instructions page 4.
13 What are your contact details? Provide all details where you can. We may use these details to contact you as well as send notices
and correspondence about your taxation affairs. Daytime phone number (include area code) Mobile number
Email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU
14 Do you want to provide an alternative contact person?
These details will only be used if we need help to process this form and will not be recorded on our systems. If you would like to add an authorised contact (nominated representative) on our systems to deal with us on your behalf, you will need to phone us when you receive your TFN.
No
Yes Provide the details of another person who we can contact for further information about your application below.
Contact person's name
Daytime phone number (include area code) Mobile number
Email address (use BLOCK LETTERS) – such as EXAMPLE@PROVIDER.COM.AU
15 Do you have a registered tax agent? No
Yes Provide your registered tax agent's details below.
Phone number   Registration number
Name of person you deal with

# Section E: Supporting documents See inst

See instructions page 4.

This section will help you provide the proof of identity documents we need to process your application. If you do not provide all the documents we ask for, we cannot issue you with a TFN.

We will accept **certified copies of original documents**. Do not send us original documents. Certified copies of documents that you mail to us may not be returned to you. Documents that have been corrected or changed and initialled are not acceptable.

We may check the supporting documents you supply with the agencies that issued them.

### 16 Are you: aged 16 d

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under 16

You need to provide **three documents** as listed at question 17 one of which must be a primary document.

You need to provide **two documents** as listed at question 1 one of which must be a primary document.

#### 17 Which of the following supporting documents will you provide with your application?

(Place	X	in all applicable boxes.
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#### Primary documents

Australian full birth certificate (not an extract)

Australian passport

Australian citizenship certificate, or Extract from Register of Citizenship by Descent

Foreign passport

#### Secondary documents

Medicare card

Account statement from an Australian bank, credit union or building society less than one year old, with your name and your current address matching the details you provide on your application (statements printed off the internet and credit card statements are not acceptable)

Current Australian firearm licence with your signature and/or photo matching the details you provide on your application

Current student identification card (tertiary or secondary) with your photo issued from an Australian government accredited education authority

One of the following cards with your photo and signature. Any address on the card must match the details provided on the application:

- Australian driver's licence
- Australian learner's permit
- state or territory government issued proof of age card
- state or territory government issued photo card.

**If you are under 16**, secondary documents can include **one** of the following, which must be less than one year old and issued by an Australian government accredited education authority:

secondary examination of	certificate
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record of achievement

examination report.

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18	Are you a parent or guardian signing this application?
	See page 5 of the instructions to see if you are eligible to sign the form on behalf of the applicant.
	No
	Yes I have sign on behalf of the applicant, you must include all of the following with this application:
	The applicant's supporting documents that you have selected at question 17.
	One of the 'Linking documents' on page 6 of the instructions that shows your relationship to the applicant.
	If one of the applicant's supporting documents that you have selected at question 17 shows your relationship to the applicant, you do not need to provide another linking document.
	If you are signing on behalf of an applicant who is 16 years or older and unable to sign their application, there are additional requirements. See 'Protected persons (additional requirements)' on page 5 of the instructions.
	EITHER of the following:
	OR If you do not provide your TFN, you will need to provide three of your own supporting documents, one must be a primary document. See 'Acceptable proof of identity documents' on page 5 of the instructions.
	For more information about providing TFNs, see the Privacy note in the Declaration on page 7 of this form.
19	Are any of the supporting documents you will provide in a previous name?
	Yes You will also need to provide one of the 'Linking documents' listed on page 6 of the instructions that shows how your name was changed.
20	Are the supporting documents you will provide in English?
	No The documents will need to be translated into English and certified as a true and correct copy by an authorised translation service. Details of accredited translators and interpreters can be found at <b>naati.com.au</b>
	Yes
0	Make sure you sign the declaration on the next page.

## Section F: Declaration 📀 s

See instructions page 6.

#### If you are:

- 16 years or older **you** must sign your application
- 13 to 15 years old you or your parent or guardian can sign
- 12 years old or under your parent or guardian must sign on your behalf.

If you are signing on behalf of an applicant who is 16 years or older and unable to sign their application, see 'Protected persons (additional requirements)' on page 5 of the instructions.

If you are completing this TFN application on behalf of another person, this does not give you the authority to ask about their tax matters.

### 21 Who is the authorised person signing this declaration?

The person applying for the TFN Sign and date the declaration below.	
A parent or guardian Make sure you have completed questions below before signing and dating the decla	14 and 18 and provide your full name ration below.
Name of parent or guardian	V
Penalties may be imposed for giving false or misleading information of for the una	authorised use of a TFN.
<b>Privacy</b> The ATO is authorised by the <i>Taxation Administration Act 1953</i> to request your tax file n identify you in our records. It is not an offence not to provide your TFN. However, if you delay in processing this form.	
Taxation law authorises the ATO to collect information and to disclose it to other govern privacy, go to <b>ato.gov.au/privacy</b>	ment agencies. For information about your
We may check the supporting documents you supply with the agencies that issued the	m.
declare that the information given on this application is true and correct.	
Signature	
	Date
	Day Month Year

## Lodging your application

Keep a copy of your application for your records.

Send the original application and certified copies of your identity documents to us at

You MUST SIGN here

Australian Taxation Office

#### PO Box 9942

#### MOONEE PONDS VIC 3039

Or, you can visit your nearest:

- ATO shopfront phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday, to make an appointment. You must provide original identity documents with your application.
- Centrelink Service Centre if you are applying for a government benefit or pension. You must provide original identity documents with your application.

We will aim to process this form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. We will forward your TFN to the postal address on your application.

We appreciate your patience during the processing period. Do not lodge another application during this time.

#### **OFFICE USE ONLY – Print clearly**

#### **Proof of identity certification**

Record a birth certificate's registration date as the date of issue or expiry.

Medicare cards – add the sequence number after the card number.

Centrelink officers can fill out this section only if the applicant is a customer of their agency.

Centrelink officers – you **must** provide the customer reference number for the applicant, if this is not present or incorrect there will be a delay in processing the application.

#### Applicant: Record all primary and secondary documents presented to you.

Document code	Document number	Place of issue	Date of issue or expiry
ABC		AUSTRALIAN STATE OF ISSUE	Registration year
AAP		AUSTRALIA	Issue date DD/MM/YYYY
ACC	STOCK NUMBER	AUSTRALIA	Issue date DD/MM/YYYY
AFP		COUNTRY CODE	Expiry date DD/MM/YYYY
В			
В			
В			

Link documents:	$\neg \land \land \lor$
Document Document number	Place of issue         Date of issue or expiry
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L	
L	
Representative/nominee:	
Document Document number	Place of issue Date of issue or expiry
A	
Electronic travel authority No Yes Visa num	nber
Officer's signature Offic	cer's name (please print)
Pho	
	K customer         Office code           rence number         Office code
	A customer Source code
Netes	Centrelink use only
Notes	Have you used alternative POI?
	vou <b>must</b> complete the proof of identity
	No certification above.
	Yes copies of these POI documents must be attached.
	Office stamp